# ASAP SUPPLEMENT

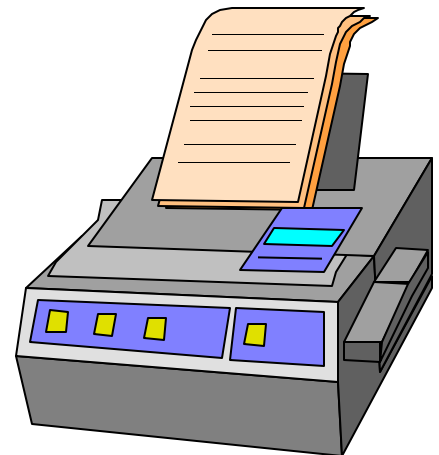## for the

## FEDERAL AGENCY GUIDE

## ENHANCEMENTS

## August 1999

# Forward

This Supplement is intended for current users of the ASAP System. The Supplement provides instructions for using the new functions of the ASAP system implemented on July 31, 1999. Questions regarding this Supplement may be directed to the appropriate servicing Regional Financial Center.

# Table of Contents

# Introduction

This Supplement provides instructions for using the new functions of the ASAP system implemented on July 31, 1999. A brief description of each new function is provided below. For information on installing the ASAP software, navigating within the system, and using system features, please continue to refer to the appropriate Users Guide.

**HOW TO READ THIS SUPPLEMENT:**
Each section in this Supplement provides a description of the new function (What is it), defines which users will use the function (Who will use it), instructions on how to use the function (How to use it), and general information about the function (What to know about it). In all instructions, ASAP screen information and fields are shown in UPPERCASE type and data the user must enter is shown in "quotation marks". Selected screen prints are provided for reference.

**OVERVIEW OF FUNCTIONS:**

**Notifications** are system-generated messages to users and replace printer notifications.

**Summary Fedwire** allows Payment Requestors to request Fedwire payments from multiple accounts in a single payment request and reduce the expense for receiving Fedwire payments.

**Multiple Bank Relationships** allows Payment Requestors to establish multiple bank relationships in their ASAP profile, and then specify a bank account when making payment requests.

**Cash Management Report** is a user initiated report for account reconciliation and Cash Management Improvement Act (CMIA) reporting and monitoring.

**Summary of Debit Vouchers and Deposit Tickets Report** is a Federal Agency user initiated report summarizing deposit tickets and debit vouchers for the Agency Location Code (ALC).

**Book Entry Adjustment Flag** allows Federal Agencies to specify whether book entry adjustments may be initiated by users against an account.

**Agency & System Review Functions:**

> **Maximum Draw** allows Agencies to establish daily, monthly, quarterly, and/or total draw limits on payment requests.

> **Agency Review of Payment Requests** allows Agencies to set a dollar threshold and review payment requests that meet or exceed the threshold.

**Control Accounts** establish a lower level, account detail for awards that are made at the account level but drawn and expended at the sub-program or project level.

**User ID Access to Book Entry Adjustment** has been added to all Federal Agency User Ids except Inquiry Only users.  It is accessed through the Payment Request Processing menu.  Procedures for processing a Book Entry Adjustment are in the Federal Agency User's Guide.

**Global Accounts** allow Agencies to specify a global ID as the Requestor and Recipient ID, and then define multiple Payment Requestors and Recipient Organizations who may access that account.  This function is not likely to be used by most ASAP users and is not covered in this supplement.  Users designated for Global Accounts may obtain information from the servicing Regional Financial Center (RFC).

Note: The MAIN MENU has changed to group system functions into seven (7) menu selections.

# Main Menu

## What is it:
The MAIN MENU provides access to selections for the ASAP system.  It identifies and groups system functions into seven (7) Menu Selections.

## Who will use it:
All users will select from the MAIN MENU when accessing functions in the ASAP system.

## How to use it:
Select the menu item that represents the functions to be performed in the ASAP system.

```
 SPASAP                  AUTOMATED STANDARD APPLICATION FOR PAYMENTS         08/26/99
 SPASAP                                 MAIN MENU                            HH:MM:SS


                    <1>     PAYMENT REQUEST PROCESSING
                    <2>     INQUIRY MENU
                    <3>     FEDERAL AGENCY FUNCTIONS MENU
                    <4>     RFC FUNCTIONS MENU
                    <5>     FRB SUPPORT PROCESSING
                    <6>     REPORT REQUEST MENU
                    <7>     NOTIFICATIONS




                     ASAP ID
 ORGANIZATION ACCESS CODE                      ENTER SELECTION NUMBER:
                                               PRESS ENTER

         F2=EXIT
```

# Notifications

<u>What is it:</u>
The Notifications function provides system generated messages to ASAP user organizations when certain key events occur.

<u>Who will use it:</u>
Federal Agencies, Payment Requestors, and Recipient Organizations will receive system generated Notification messages.

<u>How to use it:</u>
1.	Select <7> NOTIFICATIONS from the MAIN MENU screen to access the Notification messages.

2.	Enter "S" beside the message to be read on the NOTIFICATION LIST screen.  The message selected will appear on the NOTIFICATION DETAIL screen.

<u>What to know about it:</u>
•	Notification messages are listed in chronological order from most recent to oldest.

•	Notification messages are sent to an *organization* and <u>not</u> an individual user.  Therefore, the first user to read the Notification messages should share the information with other users within the organization.

•	<u>Unread</u> Notification messages are retained for 25 business days.  <u>Read</u> Notification messages are retained for five (5) business days.  After the retention period, Notification messages are purged.

•	Examples of ASAP system actions that will generate Notification messages are: when an available balance is increased or decreased, when a request is awaiting review, or when new ASAP accounts are added.

- After a user logs on to ASAP, a message will appear indicating that the *organization* has unread Notification messages.

```
SP060A          AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/26/99
SP060A0               FEDERAL AGENCY FUNCTIONS MENU                 HH:MM:SS
08/26/1999

                <1> ACCOUNT FUNCTIONS MENU

                <2> AUTHORIZATION ENTRY PROMPT

                <3>AUTHORIZATION CERTIFICATION MENU

                <4> REVIEW PAYMENT REQUESTS PROMPT




                                        ENTER SELECTION NUMBER:_
                                        PRESS ENTER
        F2=EXIT         F5=MAIN
  I0118  YOUR ORGANIZATION HAS UNREAD NOTIFICATION MESSAGES
```

# Summary Fedwire

## What is it:
Summary Fedwire permits multiple Fedwire payment requests from multiple accounts to be combined and received as a single Fedwire payment.

## Who will use it:
Payment Requestors will use this function to request Fedwire payments from multiple accounts and receive a single Fedwire payment, reducing the costs of using Fedwire.

## How to use it:
1.    Select <1> PAYMENT REQUEST PROCESSING from the MAIN MENU.

2.    Select <2> MASTER PAYMENT REQUEST PROMPT.

3.    Enter "S" in the TYPE OF PAYMENT field and "F" in the PAYMENT DELIVERY METHOD field to request a Summary Fedwire payment.

4.    Continue to enter the information necessary to process a payment request.

## What to know about it:
•    Summary Fedwire payment requests will be edited in the same way Summary ACH payment requests are edited.

•    The resulting Summary Fedwire payment will contain minimal remittance information on the payment requests that make up the request.

# Multiple Bank Relationships

What is it:
The Multiple Bank Relationship function enables a Payment Requestor to specify one of four bank accounts when making a payment request.

Who will use it:
Payment Requestors will use this function to select a bank account when making a payment request.

How to use it:
1.      Select <1> PAYMENT REQUEST PROCESSING from the MAIN MENU screen.

2.      Select <2> MASTER PAYMENT REQUEST PROMPT from the PAYMENT REQUEST PROCESSING MENU to make a payment request.

3.      Enter 1, 2, 3, or 4 in the BANK ACCT field, or leave the field blank and press enter to see a list of the available bank accounts.

4.      Continue to enter the information necessary to process a payment request.

```
SP025C            AUTOMATED STANDARD APPLICATIONFOR PAYMENTS          08/26/99
SP025CO                    MASTER PAYMENT REQUEST PROMPT              HH:MM:SS
08/26/1999
REQUESTOR ID:  0101234       SHORT NAME:  GRAY U      BANK ACCT:  1  (1ST, OR ENTER
TYPE OF PAYMENT:  _    (I=INDIVIDUAL  OR  S=SUMMARY)              2=2ND,  3=3RD
PAYMENT DELIVERY METHOD _  (A=ACH   OR  F= FEDWIRE)              4=4TH,  OR
SETTLEMENT DATE:  __ / __ / ____    (MM/DD/CCYY)                BLANK FOR LIST)
REQUESTOR REFERENCE NUMBER:  _____

PLEASE ENTER THE FOLLOWING TO DISPLAY ACCOUNTS:

RECIPIENT ID:  0101111         SHORT NAME:  GRAY U
AGENCY LOCATION CODE/REGION:  _____ / __   OR PRESS ENTER TO DISPLAY LIST




         F4=MENU        F5=MAIN


```

<u>What to know about it:</u>

- Payment Requestors submit bank enrollment forms to the servicing RFC to establish up to four (4) ACH banking relationships and up to four (4) Fedwire banking relationships for use in routing funds requested in ASAP.

- The BANK ACCT field will only be shown if multiple banking relationships have been established.

- To inquire on the established banking relationships, access the PAYMENT REQUESTOR INQUIRY PROMPT. Press F8=PGDN to view the MULTIPLE BANKING RELATIONSHIPS SCREEN.

# Cash Management Report

## What is it:
The Cash Management Report is a user initiated report available to <u>all</u> ASAP users and will provide information on the beginning balance for a designated time period up to 367 calendar days, draws and adjustments during the period, authorizations during the period, ending balance, and average number of days between draws.

## Who will use it:
Federal Agencies, Payment Requestors, and Recipient Organizations may request this report.

## How to use it:
1.      Select <6> REPORT REQUEST MENU from the MAIN MENU.

2.      Select <5> CASH MANAGEMENT REPORT.

3.      Enter the information necessary to request the report.

## What to know about it:
•       Reports can be  requested by either:

       ALC/Recipient ID/Account ID
   OR
       ALC/Recipient ID/CFDA (Catalog of Federal Domestic Assistance).

# Summary of Debit Vouchers and Deposit Tickets Report

What is it:
Summary of Debit Vouchers and Deposit Tickets Report is a user initiated report that provides a list of the Debit Vouchers and Deposit Tickets charged/credited to the ALC. This report can assist with SF 224 report preparation and can be requested for a period of up to 93 calendar days.

Who will use it:
Federal Agencies may request this report.

How to use it:
1.      Select <6> REPORT REQUEST PROCESSING from the MAIN MENU.

2.      Select <4> SUMMARY OF DEBIT VOUCHERS\DEPOSIT TICKETS.

3.      Enter the information necessary to request the report on the DEBIT VOUCHERS/DEPOSIT TICKETS SUMMARY PROMPT.

What to know about it:
•       Debit Vouchers and Deposit Tickets are at the ALC level, and not at the ALC/Region level. Therefore, Agencies are not able to request this report at the region code level.

# Book Entry Adjustment Flag

<u>What is it:</u>
The Book Entry Adjustment Flag allows Federal Agencies to specify whether or not book entry adjustments may be initiated against an account in ASAP.

<u>Who will use it:</u>
Federal Agencies will use this feature when building an account profile.

<u>How to use it:</u>
1.      Select <3> FEDERAL AGENCY FUNCTIONS MENU from the MAIN MENU.

2.      Select <1> ACCOUNT FUNCTIONS MENU.

3.      Select <1> ACCOUNT PROFILE ENTRY.

4.      Enter "Y" for Yes or "N" for No in the ALLOW BE ADJ field to indicate whether the account can have Book Entry Adjustments made against it.

5.      Continue to enter the information necessary to build an account profile.

<u>What to know about it:</u>
•       If a Federal Agency sets the ALLOW BE ADJ field to "N" for a given account, then a Payment Requestor may not make a Book Entry Adjustment for that account.

•       If the BE ADJ FIELD is left blank, the field automatically defaults to "Y" for Yes.

# Agency & System Review Functions

## What is it:

The Agency & System Review functions consist of two components. <u>Maximum Draw</u> is a system review function which Federal Agencies use to establish daily, monthly, quarterly, and/or total draw limits for payment requests. <u>Agency Review Criteria</u> allows Agencies to determine and establish a draw threshold. Payment requests that meet or exceed that threshold are held for review by the Agency.

## Who will use it:

Federal Agencies can use one or both of these functions to manage their accounts.

Payment Requestors may encounter one or both of these functions when making payment requests. Payment Requestors and Recipient Organizations will receive Notification messages when Maximum Draw and/or Agency Review Criteria functions are invoked.

## How to use it:

**Establish Maximum Draw Amount**

1.      Select <3> FEDERAL AGENCY FUNCTIONS MENU from the MAIN MENU

2.      Select <1> ACCOUNT FUNCTIONS MENU

3.      Select <4> MAXIMUM DRAW AMOUNT PROMPT

4.      Enter a Recipient ID to get an account list to select from, or press enter to get a Recipient ID List to select from.

5.      Enter <A> Add, <C> Change, or <D> Delete in the SEL field.

6.      Enter a dollar amount to set daily, monthly, quarterly, or total draw limits in any combination for the account ID(s) selected.

7.      Enter "P" in the ACTION field to post the screen activity.

```
SP087A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/26/99
SP087A0                    MAXIMUM DRAW AMOUNT ENTRY                   HH:MM:SS
08/26/1999                                                 PG      1  OF   2

AGENCY LOCATION CODE/REGION:  11000001/ __        SHORT NAME:  TREASURY
RECIPIENT ID:   0101111                           SHORT NAME:  GRAY U
   SELECT:  <A> ADD  <C> CHANGE   <D> DELETE
SEL  ACCOUNT ID        STATUS  FREQUENCY                AMOUNT
 a    F1R10001           O     DAILY           200000_____
 a                             MONTHLY         8000000_____
 a                             QUARTERLY       32000000_____
 a                             TOTAL           120000000_____
 _    F1R10002           O     DAILY           _____
 _                             MONTHLY         _____
 _                             QUARTERLY       _____
 _                             TOTAL           _____
 _    F1R10003           O     DAILY           _____
 a                             MONTHLY         500000_____
 a                             QUARTERLY       1000000_____
 _                             TOTAL           _____
ACTION: p  (P=POST,   E=ESCAPE,   R= REFRESH)
                                                  F8=PGDN
```

## What to know about it:

•       The Maximum Draw amount cannot be zero or a negative number.

•       A Notification message is automatically sent to the Payment Requestor/Recipient
        Organization advising that Maximum Draw limits are in effect for the account.
        However, Federal Agencies are responsible for making their recipients aware that their
        account(s) are subject to Maximum Draw limitations and the reasons for those
        limitations.

•       Requests against any account in ASAP may be subject to maximum draw, including
        requests against accounts converted from FRB-Letter of Credit.

•       When a payment request is made which exceeds any draw limit, a message will
        immediately appear on the Payment Requestor's screen, indicating the payment request
        exceeds the Maximum Draw limit.  The payment request is *not processed* by the ASAP
        system.

•       To inquire on Maximum Draw limits, access ACCOUNT PROFILE INQUIRY, enter the
        required information and press F8=REV.

How to use it:
**Establish Agency Review Criteria**
1.      Select <3> FEDERAL AGENCY FUNCTIONS MENU from the MAIN MENU

2.      Select <1> ACCOUNT FUNCTIONS MENU

3.      Select <5> AGENCY REVIEW CRITERIA PROMPT

```
 SP050A                    AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08/26/99
 SP050AO                        AGENCY REVIEW CRITERIA PROMPT                  HH:MM:SS
 08/26/1999

 SELECT LEVEL:        (F=FEDERAL AGENCY
                       R=RECIPIENT ORGANIZATIONS(S)
                       A=ACCOUNT ID(S))

        AGENCY LOCATION CODE/REGION:        11000001  / __    SHORT NAME: US MONEY1
 AND/OR RECIPIENT ID: ____                                    SHORT NAME:
 AND/OR ACCOUNT ID: _____




            F4=MENU F5=MAIN
```

4.      Select <F> Federal Agency, <R> Recipient Organizations, or <A> Account ID(s) in the
        SELECT LEVEL field to determine at what level payment requests are to be subject to
        Agency Review Criteria.

**Level F:  Agency Review Criteria at the Federal Agency Level**
•       If Review is set at this level, this is the threshold for each account for each Recipient with
        whom the Agency has accounts.  For example, if Recipient 1 has 10 accounts and the
        threshold is $10,000, that means Account 1 has a threshold of $10,000, Account 2 has a
        threshold of $10,000, Account 3 has a threshold of $10,000, etc.  It does not mean if the
        Recipient requests $5,000 from Account 1 and $5,000 from Account 2, the threshold is
        met and the requests against both accounts are held for review.

**Level R: Agency Review Criteria at the Recipient Level**
•       Selecting Level R *without* a specific Recipient ID will produce a list of all Recipients.
        On the AGENCY REVIEW CRITERIA FOR SPECIFIC RECIPIENT ID(S) screen, the
        Agency can <A>Add, <C>Change, or <D>Delete threshold dollar amounts for any of the
        Recipient ID(s) listed.

- Selecting Level R *with* a specific Recipient ID will produce only the specified Recipient ID. On the AGENCY REVIEW CRITERIA FOR SPECIFIC RECIPIENT ID(S) screen, the Agency can <A>Add, <C>Change, or <D>Delete threshold dollar amounts for the Recipient ID shown.

    Note: If Review is set at Level R, the threshold amount applies to each account for the selected Recipient(s). For example, if Recipient 1 has 10 accounts and the threshold is $10,000, that means Account 1 has a threshold of $10,000, Account 2 has a threshold of $10,000, Account 3 has a threshold of $10,000, etc. It does not mean if the Recipient requests $5,000 from Account 1 and $5,000 from Account 2, the threshold is met and the requests against both accounts are held for review.

**Level A: Agency Review Criteria at the Account Level**

- Selecting Level A *without* a specific Recipient ID or Account ID will produce a list of all Recipients. The Agency can <S>Select one recipient at a time from the list. On the AGENCY REVIEW CRITERIA FOR SPECIFIC RECIPIENT ID(S) screen, the Agency can <A>Add, <C>Change, or <D>Delete threshold dollar amounts for any of the Account ID(s) listed.

- Selecting Level A *with* a specific Recipient ID but *without* a specific Account ID will produce a list of all Accounts for the specified Recipient ID. On the AGENCY REVIEW CRITERIA FOR SPECIFIC RECIPIENT ID(S) screen, the Agency can <A>Add, <C>Change, or <D>Delete threshold dollar amounts for any of the Account ID(s) listed.

- Selecting Level A *with* a specific Recipient ID and Account ID will produce only the specified Recipient ID and Account ID. On the AGENCY REVIEW CRITERIA FOR SPECIFIC RECIPIENT ID(S) screen, the Agency can <A>Add, <C>Change, or <D>Delete threshold dollar amounts for the Account ID shown.

```
SP054A              AUTOMATED STANDARD APPLICATION FOR PAYMENTS          08/02/99
SP054AO          AGENCY  REVIEW  CRITERIA  FOR  SPECIFIC  ACCOUNT  ID(S)     HH:MM:SS
08/02/1999 T
                                                        PAGE 1 OF   1
AGENCY LOCATION CODE/REGION:       11000001 /      SHORT NAME: US MONEY1
RECIPIENT ID: 0101111                             SHORT NAME: GRAY U

   SELECT:      <A> ADD    <C> CHANGE    <D> DELETE

SEL      ACCOUNT ID          STATUS             THRESHOLD
 a       F1R10001              O        2000000_____



ACTION:    p    (P=POST, E=ESCAPE, R=REFRESH)
```

## What to know about it:

- Federal Agencies determine at what level accounts are to be subject to Agency Review Criteria:

  at the <u>ALC level</u>, every account for every Recipient is subject to Agency Review Criteria;

  OR  at the <u>Recipient level</u>, every account for selected Recipients is subject to Agency Review Criteria;

  OR  at the <u>Account level</u>, selected accounts for selected Recipients are subject to Agency Review Criteria.

- Federal Agencies set a threshold to specify that payment requests at or above a certain dollar amount for the selected accounts be forwarded to the Agency for review.

- Payment requests equal to or greater than the threshold are held for review by the Agency. The threshold cannot be negative, but may be zero. If the threshold is zero, <u>all</u> requests are subject to Agency Review Criteria.

- Agencies that have 1031 accounts can set Agency Review Criteria, however, Agency Review Criteria will *not* be applied to 1031 payment requests. After posting the review criteria, an ASAP message will appear on the screen advising that 1031 requests are not subject to Agency Review Criteria.

- A Notification message is automatically sent to the Payment Requestor/Recipient Organization advising the Agency Review Criteria is in effect. However, Federal Agencies are responsible for making their recipients aware that their account(s) are subject to Agency Review Criteria and the reasons for the Review Criteria.

- To review the Agency Review Criteria/Maximum Draw limits, access the ACCOUNT PROFILE ENTRY screen and press F8.

How to use it:
**Review Payment Requests**
1.      Select <3> FEDERAL AGENCY FUNCTIONS MENU from the MAIN MENU

2.      Select <4> REVIEW PAYMENT REQUESTS PROMPT

3.      Select the range of payment requests to review and press <enter> to view the REVIEW
        PAYMENT REQUESTS LIST.  The payment requests list will be sorted from highest to
        lowest number of days on review.

4.      Enter <S>SELECT DETAIL to view the REVIEW PAYMENT REQUESTS DETAIL
        screen for more information on the payment request, <A>Approve the request, or
        <R>Reject the request.

5.      Enter "P" in the ACTION field to post the action.

```
SP092A                    AUTOMATED STANDARD APPLICATION FOR PAYMENTS             08/26/99
SP092AO                        REVIEW PAYMENT REQUESTS DETAIL                      HH:MM:SS
08 / 26 / 1999                                                         PG       1  OF   1
AGENCY LOCATION CODE/REGION:   11000001  /        SHORT NAME:  US MONEY 1
REQUESTED SETTLEMENT DATE:  08 / 27 / 1999
ASAP SEQUENCE NUMBER:   1999 - 08 - 26  E9B02J2V   000001
                                        TOTAL AMOUNT REQUESTED:         $6,500,000.00
    SELECT:   <A>  TO APPROVE           <R>  TO REJECT
S    RO  ID   ACCOUNT ID  /  DETAIL        AMOUNT  REQUESTED      AVAILABLE BALANCE       STA
a    3720028  F1R10002                     3 , 000 , 000 . 00     50 , 000 , 000 . 00      P
r    3720028  F1R10004                     3 , 500 , 000 . 00     60 , 000 , 000 . 00      P




ACTION: p   (P=POST,  E=ESCAPE,  R=REFRESH,  A=APPROVE ALL)
```

What to know about it:
•       When a Requestor requests a payment equal to or greater than the threshold, the payment
        will not be made.  A Notification message is automatically sent to the Federal Agency
        advising payment requests are waiting for review.  The payment request will be held and
        will *not* affect account balances until the Federal Agency either approves or rejects it.

•       When a Federal Agency user logs on to ASAP, a message will appear on screen, advising
        that payments are waiting for review.

•       All users at the Federal Agency, except for Inquiry only users or users with access to

payment request processing, may log on to ASAP to review the payment request.

- ASAP does not have a time frame for review or default processing that will "automatically" process requests awaiting review.

- Invoking Agency Review Criteria will require the Federal Agency to regularly and routinely log on to ASAP to review payment requests.

- On the Review Payment Requests Detail screen, the Agency may approve at the <u>account level</u> only.  If the account has account details, the Agency may NOT approve/reject at the account detail level.

- For summary payment requests, Federal Agencies can approve or reject the entire payment request or individual accounts within the payment request.

- For all screens, the A=APPROVE ALL is always displayed, but will produce an error message until the user pages through all of the pages.

- A Notification message is automatically sent to the Payment Requestor/Recipient Organization advising that the payment request is approved or rejected.

# Control Accounts

What is it:

The Control Account function allows Federal Agencies to add up to three hundred account details for the purpose of managing grant funds. Account details may represent projects, programs, or budgetary line items within the account.

Who will use it:

Federal Agencies may add details to ASAP accounts.

Payment Requestors will make draws at the detail level, instead of at the account level.

How to use it:

**Create a Control Account**

1.      Select <3> FEDERAL AGENCY FUNCTIONS MENU from the MAIN MENU.

2.      Select <1> ACCOUNT FUNCTIONS MENU.

3.      Select <1> ACCOUNT PROFILE ENTRY.

4.      Enter the information necessary to create a new account.

5.      Enter a "Y" for Yes in the CTRL ACCT field to indicate the account has account details.

6.      Press F9=DTL to enter the account details for the Control Account.

7.      Enter <A>Add, <C>Change, <D>Delete to enter account details in the S field.

8.      Enter the Account Detail ID and press tab to move to the STATUS field.

9.      Enter an "O" Open, "S" Suspend, or "C" Close in the STATUS field.

10.     Enter the Cumulative Draw Limit for the detail, if applicable.

11.     Continue to enter account details as needed. Press F8=PGDN for more account detail fields.

12.     Enter "P" in the ACTION field to post the account details.

```
SP067B              AUTOMATED STANDARD APPLICATION FOR PAYMENTS        08 / 02 / 99
SP067BO                        ACCOUNT DETAIL ENTRY                     HH:MM:SS
08 / 02 / 1999
                               PAGE 1 OF 1
AGENCY LOCATION CODE/REGION:    11000001 / __          SHORT NAME: US MONEY1
RECIPIENT ID:  0101111                                 SHORT NAME:
ACCOUNT ID:  F1R10010                         AVAILABLE BALANCE:
ACCOUNT DESCRIPTION:  CONTROL  ACCOUNT
TOTAL CUMULATIVE DRAW LIMIT:
SELECT  <A>  ADD,  <C> CHANGE,  <D> DELETE
                               STATUS      CUMULATIVE           CUMULATIVE
S       ACCOUNT DETAIL ID      (O/S/C)     DRAW LIMIT       DRAWS/RP/BE TO DATE
a   DETAIL 1_____  O  750000_____
a   DETAIL 2_____  O  900000_____
a   DETAIL 3_____  O   _____
_   _____  _   _____
_   _____  _   _____
_   _____  _   _____
_   _____  _   _____
_   _____  _   _____
_   _____  _   _____


ACTION:  P  (P=POST , V=VALIDATE , E=ESCAPE , R=REFRESH)
                    F8=PGDN
I0008 ENTER ACCOUNT DETAIL DATA
```

## What to know about it:

- The Cumulative Draw Limit for a detail is the *total* amount which can be requested from that detail.

- A Federal Agency can also enter account details from the ACCOUNT FUNCTIONS MENU by selecting <2> ACCOUNT DETAIL ENTRY.  By using this method, the Federal Agency will be required to enter the Recipient ID and Account ID on the ACCOUNT DETAIL screen.

- A Notification message is automatically sent to Payment Requestors/Recipient Organizations advising that the Control Account was created, funds certified, and has associated account details.

- Account authorizations and certifications for Control Accounts are done at the account level.

How to use it:
**Make a Payment Request against a Control Account**

1.    Select <1> PAYMENT REQUEST PROCESSING from the MAIN MENU.

2.    Select <1> TEMPLATE PAYMENT REQUEST PROMPT or <2> MASTER
      PAYMENT REQUEST PROMPT.

3.    Continue to enter the information necessary to process a payment request.

4.    Enter the payment request against the appropriate Account Detail(s).

```
SP030C              AUTOMATED STANDARD APPLICATIONFOR PAYMENTS           08/26/99
SP025CO               INDIVIDUAL PAYMENT REQUEST TEMPLATE ENTRY          HH:MM:SS
08/26/1999
                                                       PAGE     1   OF      1
REQUESTOR ID:   0101234       SHORT NAME: GRAY U
SETTLEMENT DATE:   08 / 27 / 1999      TEMPLATE NAME: TEMPLATE 1    TYPE OF PAYMENT:  I
AGENCY LOCATION CODE/REGION:  11000001 / __        SHORT NAME: US MONEY1
RECIPIENT ID:   01O1111   SHORT NAME:  GRAY U
REQUESTOR REFERENCE NUMBER:  12345567        CASH ON HAND: _____
ASAP SECQUENCE NUMBER:
        ACCOUNT ID              AMOUNT REQUESTED          AVAILABLE BALANCE    ITM
   F1R10001                                               $3,000,000.00
        ACCOUNT DETAIL 1        1000_____
        ACCOUNT DETAIL 2        1000_____
        ACCOUNT DETAIL 3        1000_____
                REFERENCE NUMBER  12345567




ACTION:  p   (P=POST,  V=VALIDATE,  R=REFRESH,  E=ESCAPE,  J=JUMP)
```

What to know about it:
•    At ACCOUNT PROFILE INQUIRY press F9=DTL to inquire on Account Details.